

City of Santa Clara EMPLOYMENT APPLICATION



The City of Santa Clara is a balanced and diversified community of over 115,500 residents that features attractive residential areas, shopping and dining, 36 beautiful parks, excellent public and private schools, and vigorous industrial areas including the world-renowned businesses of Silicon Valley. Santa Clara is the home of historic Mission Santa Clara, Santa Clara University, California's Great America Theme Park, and corporate headquarters of Fortune 500 companies. Santa Clara is a full service Charter City with a Council/Manager form of government.

These Core Values guide day-to-day actions and decision-making in the City of Santa Clara:

Ethical
Professional
Service-Oriented
Fiscally Responsible
Organized
Communicative
Collaborative
Progressive

Our mission is: "To promote a living and working environment that allows for the best quality of life by serving the community with resourceful, efficient, progressive, and professional leadership."

CITY OF SANTA CLARA
HUMAN RESOURCES DEPARTMENT
1500 WARBURTON AVENUE
SANTA CLARA, CALIFORNIA 95050
www.santaclaraca.gov



City of Santa Clara Employment Application Voluntary Applicant Self-Identification Form



To assist the City of Santa Clara in complying with the United States Government Equal Employment Opportunity reporting requirements, applicants are asked to voluntarily provide the following information. The form will be separated from your application before the screening process, will be kept confidential, and in no way will be used in the selection process. Information collected from this form will be used only for research and statistical purposes.

Position Applied for:			Today's Date:								
Gen	der (please check one box):	□ Male □ Female									
Plea	se check <u>one</u> box for the rac	ial/ethnic g	roup wi	th which you most clo	sely id	dentify:					
	White	All persons having origins in any of the original people of Europe, the Middle East, of North Africa									
	Black or African American	All person	s having	origins in any of the Bla	gins in any of the Black racial groups of Africa						
	□ Hispanic or Latino All persons of Cuban, Mexican, Puerto Rican, South or Central American Spanish culture or origin regardless of race										
	Asian All persons having origins in any of the original people of the Far East, Southea Asian, or the Indian Subcontinent, including, for example, Cambodia, China, Inc. Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnan										
	 Native Hawaiian or Other Pacific Islander All persons having origins in any of the people of Hawaii, Guam, Samoa, or of Pacific Islands. 										
American Indian or Alaska Native All persons having origins in any of the original people of North and South A (including Central America), and who maintain tribal affiliation or community attachment. Please identify the tribe with which you are affiliated:											
	Two or more races	All persons having origins in more than one race/ethnic category.									
	Other	Please Specify:									
How	did you first learn about this	s position?									
	 City of Santa Clara Employee Radio Announcement Television Announcement www.CalJOBS.com City of Santa Clara website www.santaclaraca.gov 		Oakla Contra San F Inside Jobs A Other specif Profes	San Jose Mercury News Oakland Tribune Contra Costa Times San Francisco Chronicle Inside Santa Clara Jobs Available Other Newspaper (please specify): Professional Journal (please specify):		City Job Opportunities Hotline 408-615-JOBS / 408-615-5627 School or University (please specify): Community Organization (please specify): Other Source (please specify):					

THANK YOU FOR COMPLETING THIS FORM!





CITY OF SANTA CLARA HUMAN RESOURCES DEPARTMENT 1500 WARBURTON AVENUE SANTA CLARA, CALIFORNIA 95050 (408) 615-2080 FAX (408) 247-5627 www.santaclaraca.gov Job Hotline (408) 615-JOBS

HR Department Use Only: Reviewer: Date:								
□ QUAL □ NBQ □ Incomplete								
□ NQ □ ED □ EX □EE □ LF Comments:								
□ Vet Preference □ Promotional Pts								
Testing Process: □ NW □ FW								
□NO□FO□NP□FP								

EMPLOYMENT APPLICATION FOR:	
	Position Title (Separate applications required for each position)

Please apply only if you feel reasonably certain that you meet the specific qualifications for the position as listed on the job announcement. Applications must be typed or printed legibly in blue or black ink. Answer each question completely or write "N/A" in the blank. Additional 8½ x 11 sheets with your name printed on each may be attached if necessary. For positions qualifying for Veteran's Preference, applicants must submit proof of honorable discharge (Form DD214) with application.

PERSONAL INFORMATION								
1. Name (Last, First Middle)				Social Security Number 3. Driver's License (State & Number)				
4. Address (street address)				5. Home Telepho	ne Number -	6. Alternate Telephon () -	e Number	
(City, State, Zip)				7. E-mail address	S	1		
		1					.	
8. Can you perform the essential functions of the job for which you are applying with or without accommodation? If no, list any functions you cannot perform under Item 17.			No	13. Have you eve from any job? If y	Yes	No		
Have you previously applied for this or any other position with the City of Santa Clara before? If yes, list positions and dates in Item 17 below.			No	14. Have you ever felony? List all co violations and tho order, sealed, exp	Yes	No		
10. Have you previously worked for the City of Santa Clara? If yes, in Item 17 list department, position, and your name at the time of employment.			No	15. If hired, can y establish your em Immigration Refo	Yes	No		
11. Do you have any relatives who are currently employed with the City of Santa Clara? If yes, in Item 17 list name, relationship, and department.			No	16A. Do you mee as listed on the jo description?	Yes	No		
12. Will you need testing accommodations for a mental or physical disability, as defined in the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990? Please contact (408) 615-2080; TTY (408) 984-3042			No	16B. If you are ur being hired by the permit?	Yes	No		
17. Use this space to explain any of the above questions. Attach additional 8½" x 11" sheets if needed.								
EDUCATION								
18. Did you graduate from high school or do you possess a GED? ☐ Yes ☐ No If no, highest grade completed?								
Names and Location of School(s) Attended Major		r Area of Study		Units Completed		Diploma/Degree	Date	
				Semester Quarter		Obtained	Comple	iea

TRAINING AND CERTIFICATION									
Professional License or Certifica				sional License or		Date of Issuance and/or			
(Please provide number)	Expiration Date		(F	(Please provide number)		Expiration Date			
		EMPLOYME	NT HIS	TORY					
19. Begin with your most recent work experience. List all paid and voluntary experience over the last 10 years, including military service. Include detail on the experience that you believe meets the qualifications of the position applied for. List any periods of unemployment and/or go back more than 10 years if necessary to provide information on qualifying experience. If attaching a resume or additional sheets, all required information must be provided									
Dates of Employment Month/Year Month/Year	Employer	y	Title of Your Position						
/ то /	May we contact?	□ Voo □ No							
Hours Worked Per Week	May we contact? Address	City	Stat	te, Zip	Name While	e Employed Here			
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Salary	Supervisor's Name	and Phone Number			Peason for	Leaving			
\$ per					Reason for Leaving				
Duties:					•				
Dates of Employment	Employer				Title of You	r Position			
Month/Year Month/Year									
/ то /	May we contact?	□ Yes □ No							
Hours Worked Per Week	Address	City	Stat	te, Zip	Name While	e Employed Here			
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Salary	Supervisor's Name	e and Phone Number			Reason for	Leaving			
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Duties:									
Dates of Employment	Employer				Title of You	r Position			
Month/Year Month/Year									
/ то /	May we contact?	□ Yes □ No							
Hours Worked Per Week	Address	City	Stat	te, Zip	Name While	e Employed Here			
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Salary	Supervisor's Name	e and Phone Number			Reason for	Leaving			
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Duties:									
I certify that all statements contained herein or submitted to the City of Santa Clara as a part of this application are true to the best of my knowledge, and I agree and understand that any misstatements or omissions of material facts contained herein or in any material submitted as part of the application									
process (for example, medical reports, certifications, licenses, school transcripts, etc.) regardless of when discovered, may result in the disqualification									
of my application, or if said information is discovered after I have become an employee of the City of Santa Clara, termination from my position. I further									
agree and understand that the City of Santa Clara will contact and obtain information from sources such as schools, former employers, individuals, etc. to investigate and verify statements I have made herein. I have no objection to the disclosure of information concerning my background by these									
sources to the City of Santa Clara, and I authorize such organizations, employers, schools, and/or individuals contacted by the City to respond fully and									
candidly to the inquiries made about me by the City of Santa Clara. I have no objections to information given by me or obtained through information or sources given by me being used by the City of Santa Clara in any phase of the employment process. If offered a position, I hereby agree to furnish									
proof of either citizenship or legal right to work in the United States									
Signature of Applicant (required):				Date:					
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